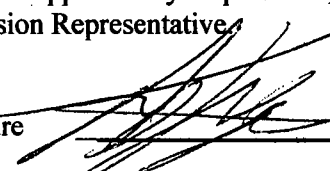



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2551 <hr/> Page 1 of 2
Agency Morgan State University		Division/Unit Police and Public Safety
Item No.	Description	Retention
-01-	<u>General Files (Unclassified)</u> Correspondences, Form 95, General Office Correspondence, Parking Registrations, Hard Copy Emails, Vehicle Inspections Sheets, Light Outage Surveys, Safety Irregularities, Emergency Telephone Inspection Reports, Daily Incident Reports and Officer Run Sheets.	<u>3 years</u> Retention of information for 3 years. If there are <u>no</u> audit findings, information can be destroyed. If there are any audit findings, retain until the finding is resolved then University's Central Records Center will destroy.
-02-	<u>Police Reports / Finger Print Cards and Information</u> Complaint Reports, Office Reports, CJIS Records, Fingerprint Cards, Internal Investigations Information and Police/Incident Reports	<u>5 years</u> Retention of information for 5 years. If there are <u>no</u> audit findings, information can be destroyed. If there is any audit findings, retain until the finding is resolved then University's Central Records Center will destroy.
Schedule Approved by Department, Agency, or Division Representative Date _____ Signature  Typed Name Adrian J. Wiggins 8/19/20 Title Chief of Police		Schedule Authorized by State Archivist Date <u>26 Aug 10</u> Signature 

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2551
		Page 2 of 2
Agency Morgan State University		Division/Unit Police and Public Safety
Item No.	Description	Retention
	If the University Records Center at Morgan State University has not the storage space available, materials having permanent retention will be transferred to the Maryland State Archives in Annapolis. Department Records Managers that no longer desire to keep non-permanent records that exceed two years in their areas shall forward them to the University's Record Center for remaining of the record retention life. The University Records Center shall forward records to the State Division Records Retention Center, Jessup, Maryland when its space is exhausted.	If litigation, claims complaints, or audits are started before a retention period ends, all related records must be retained until final action is taken.

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

Department/Agency

Morgan State University

2. Division

Finance and Management

3. Unit

Police Department

DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title

General Files (Unclassified)

5. Earliest Year/Latest Year

1999 to 2010

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondences, Form 95, General Office Correspondences, Parking Registrations, Hard Copy Emails, Vehicle Inspections Sheets, Light Outage Surveys, Safety Security Irregularities, Emergency Telephone Inspection Reports, Daily Incident Reports and Officer Run Sheets.

Record Series Format(s) List all

☐ Letter Size ☐ Microfilm
☐ Legal Size ☒ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) CF

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) CF

1. File is Used

☒ Daily ☐ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

3 YRS ☐ Month(s) ☒ Year(s)
Number

3. Current Location(s) (Bldg., Floor, Room)

Washington Service Center, 3rd Floor

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ☒ No

5. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☒ Yes ☐ No

16. Audit Requirements

☐ None ☒ State ☐ Federal ☐ Independent

7. Is an Index System used? If yes, explain briefly and describe requirements

☒ Yes ☐ No

18. Recommended Retention

3 YRS

9. Name and Title of Preparer

Adrian J. Wiggins, Chief of Police
Morgan State University Police and Public Safety

20. Telephone Number

443-885-3169

21. Date

6/21/10

Instructions - Type or Print a separate form for
each new or revised record series. Forward
with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
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AGENCY RECORDS INVENTORY

PAGE 2 OF 2

1. Department/Agency

Morgan State University

2. Division

Finance and Management

3. Unit

Police Department

DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Police Reports / Finger Print Cards and Information

5. Earliest Year/Latest Year

1999 to 2010

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Complaint Reports, Office Reports, CJIS Records, Fingerprint Cards, Internal Investigations Information and Police/Incident Reports

6. Record Series Format(s) List all

☐ Letter Size ☐ Microfilm
☒ Legal Size ☒ Computer Tape
☒ Audio Tape ☐ Floppy Disk
☒ Bound Book ☐ Video Tape
☐ Other (specify) _____

7. Record Series Sequence

☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

8. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
6 ☐ Computer Tape(s)
Number
☒ Other (specify) CF

9. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
6 ☐ Computer Tape(s)
Number
☒ Other (specify) CF

10. File is Used

☒ Daily ☐ Weekly ☐ Monthly ☐ Annually

11. File Becomes Inactive After

5 YRS ☐ Month(s) ☒ Year(s)
Number

12. Current Location(s) (Bldg., Floor, Room)

Washington Service Center, 3rd Floor

13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ☒ No

14. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☒ Yes ☐ No

15. Audit Requirements

☐ None ☒ State ☐ Federal ☐ Independent

16. Is an Index System used? If yes, explain briefly and describe requirements

☒ Yes ☐ No

17. Recommended Retention

5 YRS

18. Name and Title of Preparer

Adrian J. Wiggins, Chief of Police
Morgan State University Police and Public Safety

19. Telephone Number

443-885-3169

20. Date

5/21/10

RECEIVED

AUG 25 2010

MARYLAND STATE ARCHIVES